

ER-4-3897A

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30 July 1953

MEMORANDUM FOR: Inspector General

SUBJECT : LWOP Procedure

REFERENCE : Memo for IG fr [redacted]
dtd 21 Jul 53, subj: "Action on Request for
Leave Without Pay, [redacted]"

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1. It is believed that the difficulties recited in referenced memorandum stem mainly from a misunderstanding of administrative procedures pertaining to employees who are absent while on leave without pay.

2. There is no administrative block which precludes replacing an employee who is on LWOP. On the contrary, once an employee has been in a non-pay status in excess of thirty days he is dropped from the personnel strength count. Although he is still technically slotted to his position, another employee may take his place through the device of creating an "identical additional" position.

3. If you agree, I will refer the problem presented by Mr. [redacted] complaint to the Personnel Director for prompt settlement with [redacted] Office.

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L. K. WHITE
Acting Deputy Director
(Administration)

SA/DD/A:DCK:sh(30 July 1953)

Distribution:

- 1 - Personnel Director
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This information will be published in a new regulation already in process.

LKW